

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 10-26**

**3 DECEMBER 2001**

**Operations**

**OPERATIONAL REPORTING**

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OPR: DOCC (TSgt Javier Hernandez)  
Supersedes AFSPCCL 10-26, 01 Jun 00.

Certified by: DOC (Lt Col Keith J. Hansen)  
Pages: 5  
Distribution: F

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This checklist reflects command requirements for AFSPC Command Posts (CP)/Operations Centers (OC) to prepare for and conduct internal reviews of operational reporting procedures. This checklist should be used as a management tool to ensure compliance with applicable instructions and to identify areas that may need management attention. CP and OC are used interchangeably in the checklist.

**SUMMARY OF REVISIONS**

This checklist has been extensively revised to match the requirements of, AFMAN 10-206\_AFSPCSUP1, **Operational Reporting**, and should be thoroughly reviewed.

1. References have been provided for each critical area. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment.
2. This checklist establishes a baseline checklist. The checklist may be used by the HQ AFSPC/IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of a unit's operational reporting program.

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Director of Operations

## Attachment 1

## OPERATIONAL REPORTING CHECKLIST

Table A1.1. Reporting Checklist for NAF/Wing/ABG (ORI/CI).

<b>MISSION STATEMENT:</b> To provide information to the Commander, AFSPC, for proper control of forces. Act as the focal point for voice and record reports for subordinate units. Unless stated otherwise, all references are from AFMAN 10-206_AFSPCSUP1, <i>Operational Reporting</i> .			
<b>SECTION 1: EVENT/INCIDENT REPORT (OPREP-3)</b>			
<b>1.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Has a checklist been developed with procedures to submit reports for events meeting the OPREP-3 reporting criteria? (AFSPCI 10-210, <i>Operations Centers (Command Post) Policies and Procedures</i> , Para 4.7.3.)			
1.1.2. Does the checklist require OPREP-3 voice reports to be submitted as soon as possible, but within 15 minutes after determination that an event is reportable? (Para 3.6.1)			
1.1.3. Are record copy reports transmitted within one hour of the voice report? (Para 3.6.2)			
1.1.4. Does the checklist include procedures to obtain the Commander's approval to release OPREP-3 reports? (Para 3.13.)			
1.1.5. Are separate logs maintained for each of the different types of OPREP-3 reports (HOMELINE, BEELINE, and PINNACLE)? (Para 3.13.2)			
1.1.6. Are EXERCISE logs kept separate from REAL WORLD logs? (Para 3.13.2.1.)			
1.1.7. Are reports submitted to the proper addressees? (Para 3.6. and AFMAN 10-206, table 3.1.)			
<b>1.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does the checklist provide procedures to prevent inclusion of name(s) and other personal data in OPREP-3 reports? (AFMAN 10-206, Para 3.11.)			
1.2.2. Are reports submitted using IMMEDIATE precedence? (Para 3.6.2)			
1.2.3. For reports dealing exclusively with USAF and AFSPC matters: Does the checklist provide procedures to prevent submission of these reports to NORAD, USSPACECOM or USSTRATCOM? (Para 3.6.)			
1.2.4. Does the checklist include procedures for submitting reports during degraded communications? (Para 2.4.1. and 2.4.2.)			
1.2.5. Are exercise reports numbered independently of real-world reports? (Para 3.13.2.1.)			

1.2.6. Does the checklist include procedures to provide personnel data by secure voice when requested by higher headquarters? (Para 3.11.)			
1.2.7. Does the NAF maintain an OPREP-3 message log for each category of report? (Para 1.3.8.3.)			
<b>SECTION 2: CRESENT EDGE (CE) REPORT</b>			
<b>2.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Has a checklist been developed with procedures to upchannel the CE report? (AFSPCI 10-210, Para 4.7.3.)			
2.1.2. Does the checklist include procedures to ensure Special Access Program (SAP) events/incidents meeting HOMELINE criteria are submitted as CE BEELINES? (Para 3.3.12.4.)			
2.1.3. Does the checklist include procedures to ensure a secure phone is used for the transmission of the CE report? (Para 3.3.12.3.1. – 3.3.12.3.3.)			
<b>2.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Are the CE voice reports submitted using the correct format? (Para 3.3.12.3.1.)			
<b>SECTION 3: SITUATION REPORT (SITREP)</b>			
<b>3.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Has a checklist been developed with procedures for submission of SITREPs? (AFSPCI 10-210, Para 4.7.3.)			
3.1.2. Are record copy SITREPs transmitted to the appropriate addressees? (Para 4.4.2. – 4.4.5.)			
3.1.3. Does the checklist include procedures to automatically submit SITREPs during increased readiness? (Para 4.1.5.)			
3.1.4. Is the timing criteria met when transmitting SITREPs to higher headquarters? (Para 4.5. – 4.5.3.)			
<b>3.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Are SITREPs submitted using IMMEDIATE precedence? (AFMAN 10-206, para 4.6.)			
3.2.2. Are SITREPs submitted with the correct report content? (AFMAN 10-206, para 4.8. – 4.8.9. and figure 4.1.)			
<b>SECTION 4: SPACELIFT STATUS MESSAGE (SSM)</b>			
<b>4.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Has a checklist been developed with procedures to update the LISN database using the Spacelift Status Message (SSM) tools? (AFSPCI 10-210, Para 4.7.3.)			
4.1.2. Does the unit update the Launch Information Support Network (LISN) SSM 7 days a week? (Para 14.3.)			

4.1.3. Does the LISN SSM cover events from 0600Z to 0600Z? (Para 14.3.3.)			
<b>4.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.1. Does the checklist include procedures to begin LISN updating not later than five calendar days prior to the Booster On Stand (BOS) date (or equivalent BOS milestone) for each SPACELIFT mission. (Para 14.3.1.)			
<b>SECTION 5: HELICOPTER OFF-STATION REPORT</b>			
<b>5.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Has a checklist been developed with procedures for the submission of the Helicopter Off-Station report? (AFSPCI 10-210, Para 4.7.3.)			
5.1.2. Are reports submitted to the appropriate addressees? (Para 15.3.)			
5.1.3. Are reports submitted in the correct format? (Figure 15.1.)			
<b>5.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.2.1. Are reports submitted using ROUTINE precedence? (Para 15.5.3.)			
<b>SECTION 6: COMMANDER AVAILABILITY REPORT</b>			
<b>6.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1.1. Has a checklist been developed with procedures for the submission of the Commanders Availability report? (AFSPCI 10-210, Para 4.7.3.)			
6.1.2. Are reports submitted to the correct addressees? (Para 16.3.)			
6.1.3. Does the checklist include procedures to submit a voice report when the commander departs, returns, or changes itinerary? (Para 16.4.2.)			
<b>6.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.2.1. Are record copy reports submitted 24 hours prior to commander's departure? (Para 16.4.2.)			
6.2.2. Are reports submitted using ROUTINE precedence? (Para 16.4.3.)			
6.2.3. Are reports submitted in the correct format? (Figure 16.1.)			
<b>SECTION 7: MISSILE UNITS</b>			
<b>7.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.1.1. Does the command post maintain a Strategic Force Accounting Module (SFAM) reports guide for reports required by the unit's mission (SD 501-14)			
7.1.2. Does the SFAM Reports Guide contain the appropriate security markings? (SD 501-14)			

<b>SECTION 8: PUBLICATIONS</b>		
<b>8.1. CRITICAL ITEMS</b>	<b>Does the Command Post maintain the following publications?</b>	<b>YES NO</b>
8.1.1. AFMAN 10-206, <i>Operational Reporting</i>		
8.1.2. AFMAN 10-206_AFSPCSUP1		
8.1.3. AFPAM 10-709 V1CD, <i>USMTF Formats</i>		
8.1.4. AFSPCI 10-210, <i>Operations Centers (Command Post) Policies and Procedures</i>		
8.1.5. AFI 10-205_AFSPCSUP1 <i>Availability of Major Command Commanders</i>		
8.1.6. AFI 10-707_AFSPCSUP1, <i>Spectrum Interference Resolution Program</i>		
8.1.7. Reports Guide Book (AFSPCI 10-210, Para 4.7)		